



CERTIFICATE OF RECORDS DESTRUCTION

John L. & Christine Warner Library Archives

1179 University Drive

Newark, OH 43055

Phone: 740.366.9306

Fax: 740.366.9264

newark.osu.edu/library

Central Ohio Technical College and The Ohio State University at Newark follow The Ohio State University General Retention Schedule. This Certificate is used in coordination with the approved Ohio State University General Records Retention Schedule OR a unique Departmental/Unit Records Retention Schedule approved by the University Archivist. Any other retention schedule *does not* support or justify records destruction. **Retain one signed copy for your records. Send one signed copy to the Warner Archive one (1) week prior to the destruction of records to the above address.**

Institution: COTC Ohio State Newark Cost-Shared

Department: _____

Prepared On: _____

Date To Be Destroyed: _____

Prepared By: _____

Phone Number: _____

Signature: _____

Email Address: _____

RECORD SERIES TITLE/DESCRIPTION (Briefly describe the type of records that your unit intends to destroy - do not combine records with different retention times)	Box #**	INCLUSION DATES (CHOOSE ANY DATE W/IN MONTH)	DISPOSITION AS PER APPROVED RETENTION SCHEDULE (OSU General Schedule or Department/Unit Specific Schedule)
		to	
		to	
		to	
		to	
		to	
		to	

*for administrative use